



Memorandum

To: All Town of Winthrop Employees

*Please note Vaccinated employees are NOT exempt from this policy.

Date: March 1, 2021

Updated Emergency Policy: Massachusetts COVID-19 Travel Order

Updated Summary of the Governor's Order

Please be advised that the Governor of Massachusetts has further strengthened and added specificity to requirements of his August 1, 2020 COVID-19 Travel Order for out-of-state travelers entering Massachusetts, including both visitors and our own residents. Accordingly, effective immediately, the Town of Winthrop is updating its Emergency Employee Travel Policy, originally instituted on August 1, 2020, to bring it into alignment with the requirements of the updated Order.

Under the Order, any individual traveling to or from any state other than a designated [Lower-Risk State](#)¹ is required to complete the [Massachusetts Travel Form](#)² and must enter into quarantine for a period of 10 days, unless they have proof of a negative result from a COVID-19 test conducted within 72 hours of their departure to Massachusetts or until such a test and result is performed/received after returning to Massachusetts. Violators may be fined up to \$500 per day.

Massachusetts COVID-19 Travel Ban Exemptions

Under the order, all individuals entering Massachusetts who are over the age of 18 or are an unaccompanied minor must complete and submit the on-line Massachusetts Travel Form, unless the individual meets one of the following exemptions:

- They are returning from a “Lower Risk State.”
- They stop only as part of transitory travel including an airplane, bus or train connection; or they only make use of travel services such as at a highway rest stop.
- They are commuting for work or school.
- They are a patient seeking or receiving medical treatment.
- They are Military personnel travelling under orders.
- They are workers traveling as part of providing critical infrastructure services. *Note: such workers traveling to or from MA for personal or leisure reasons cannot rely on this exemption.*

¹ View updated list of Lower-Risk States at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->

² View and download the Massachusetts Traveler Form at <https://www.mass.gov/forms/massachusetts-travel-form>.

Town of Winthrop Emergency Out of State Travel Policy

Allowing for the exemptions described above, the Town of Winthrop strongly discourages employee travel to states not designated as Lower Risk States by the Commonwealth of Massachusetts. Any other state or location will be considered a “Restricted State.” International destinations are not necessarily considered Lower Risk and proposed travel to such should first be discussed with the Town Manager.

- Employee travel to Restricted States for official Town business is suspended until further notice. If the travel is absolutely required, a plan for travel must first be reviewed and approved by the Town Manager in consultation with the Health Director.
- If an employee plans to travel to a Restricted State for personal or non-town business reasons, that employee is required to notify their supervisor of the plan in advance to develop a re- entry plan. The supervisor must, in turn, notify the Town Manager and Health Director.
- Note: it is the employee’s responsibility to check the current list of Lower Risk States before traveling, as they may change in response to public health trends without notice.

In the event that non-exempt travel to a Restricted State occurs, the employee must complete the following steps PRIOR to being authorized to return to work for the Town of Winthrop:

1. Provide proof of completion and submission of the Massachusetts TravelForm to Human Resources and the Department Head;
2. Provide proof of a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts to Human Resources and the Department Head;
OR
3. Quarantine for 10 days upon return to work, or until such time as the employee can submit proof of a negative COVID-19 test to Human Resources and the Department Head subsequent to their return to Massachusetts.

Any employee who willingly travels to a Restricted State must use their accrued vacation or sick leave, or take unpaid leave, during the required quarantine period. An appeal to the Town Manager may be made in truly exceptional circumstances. When developing a re-entry plan the Town Manager and Department head will evaluate whether the employee can effectively perform some or all of functions of their position remotely while quarantining, to reduce the use of earned time, but this accommodation is not guaranteed.

The Town of Winthrop reserves the right to refuse the return to work of any employee that does not

comply with the terms of the Massachusetts COVID-19 Travel Ban and said who must use accrued vacation, sick, or take unpaid leave until full compliance with the terms of the Massachusetts COVID-19 Travel Order and this Emergency Policy are met.

This Policy is intended to comply with the State's COVID-19 Travel Order and to protect the health and safety of all Town of Winthrop employees and to reduce the transmission of COVID-19 in Massachusetts and the Town of Winthrop. This Emergency Policy will remain in effect until further notice or until such time as the Governor rescinds or substantially revises the Massachusetts COVID-19 Travel Order.

The Town of Winthrop does not intend to make any special allowance for vaccination at this point as there is no published evidence to date that confirms a vaccinated person cannot transmit the virus.

Vacation requests: All employees requesting vacation time must complete the attached Vacation Request form and return for approval at least 1 week prior to their 1st day of requested vacation time. Failure to do so, may lead to a denial for the date(s) requested. Vacation requests may also be denied due to operational needs, particularly in light of the extended length of absences resulting from post-travel quarantine requirements.

Thank you for your immediate attention and cooperation.

Enclosures: Signature Acknowledgement Page
Vacation Request Form



In effect: March 1, 2021 until further notice

I have read and been informed about the content, requirements, and expectations of the COVID-19 travel policy for employees of The Town of Winthrop. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with The Town of Winthrop.

Employee Name (Print) and Date

Employee Signature



Vacation Request Form:

Employee Name: _____

Date of request: _____

Vacation dates: _____ to _____

Do you have plans to travel out-of-state? YES NO

If yes, please indicate the state(s):

Approval:

This time off request has been approved: YES NO

Supervisor's signature and date